

LOS ALAMOS NATIONAL LABORATORY

FMU 77

TA57 (Fenton Hill)

Emergency Evacuation Plan

Prepared by: Tom Montoya Safety Engineer (On File)
Name Title Signature

Reviewed by: Stephanie Archuleta ES&H Team Leader (On File)
Name Title Signature

Approved by: Dave Riker Facility Manager (On File)
Name Title Signature

June 12, 2002

TA57 Site Specific Emergency Training

For

New Resident & Annual Refresher Training Acknowledgment

Training Requirements

All LANL employees are required to receive and understand site-specific emergency training. ***It is Group Management's responsibility to ensure that the annual emergency site-specific training requirements are met.*** After you have read the "TA57 Emergency Evacuation Plan" and completed the training acknowledgement, you will have completed your site-specific emergency training responsibilities as a resident employee within FMU-77. Please note that additional site specific training requirements may be necessary if you have an office or a laboratory in an area not covered by this plan.

In order effectively remember these emergency procedures, please walk the evacuation routes to your assembly areas prior to an emergency. Locate the "Emergency Evacuation" maps in your work area, and develop a personal emergency action plan in your mind, addressing what your response will be in an emergency situation.

Note: Please copy and sign a completed "Acknowledgment Form" (found at the end of this document) and send to your organization's Training Coordinator/Representative.

The following sections are included in this document:

- Scope
- Definitions/Acronyms
- Notification Procedure
- General Evacuation Procedure
- Handicapped Employee/Visitor Evacuation Procedure
- Evacuation Sweep Procedure
- Accountability Procedure
- Return to Normal Operations/Reentry Procedures
- Spill & Containment Procedure
- Training Acknowledgement
- Attachment I TA57 Building List
- Attachment II TA57 Site Map
- Attachment III Point of Contacts

Scope

This plan applies to all buildings in FMU 77 located at TA-57. All of the buildings at TA-57 are low complexity, non-alarmed, and do not have any form of automatic fire suppression (with the exception of building 19 which has a halon suppression system). Fire extinguishers are available in buildings and near the flammable storage shed (TA57-56)

Definitions/Acronyms

Assembly Area---A predetermined area which is identified on the Emergency Evacuation Maps where personnel will muster during an evacuation. At the time of a site wide evacuation, the offsite location of the assembly area will be identified.

Assembly Area Leader--- An individual who takes the lead role at the assembly area during an evacuation. This individual is responsible for gathering information from the tenants who have mustered at the assembly area and conveying this information to the emergency responders.

Critical information would include:

- * Accountability, (is anyone missing?)
- * Knowledge of reason for the evacuation.
- * Hazards assessment, (status of experiments/equipment left in a hazardous condition).

C.A.S.---Central Alarm Station

Command Post---That location, established by the emergency responders from where the incident will be managed.

EM&R--- Emergency Management and Response (Telephone 667-6211)

Evacuation---The removal of all personnel from an impacted area. (Time permitting, proper storage of materials and orderly shutdown of facilities should be followed.)

Incident Commander---The individual with 29CFR1910.120a Incident Commander qualifications, authority and responsibility for command and control at the incident scene. This is typically an individual associated with the Los Alamos Fire Department or EM&R.

Notifications Procedure

Upon noticing any situation that is perceived to be capable of causing immediate harm to people, property, or the environment, anybody can and should:

- Call 911 if:
 - Emergency response personnel are needed (i.e., paramedics)
 - A building was evacuated. Tell the 911 operator why the building was evacuated and give the 911 operator any information gathered during the sweep and evacuation (i.e., workers cut a power line)
 - A suspicious package has been found.
- Notify Line management. Line Management will notify the Facility Manager or Designee.
- Notify any adjacent buildings that are imminently threatened.
- For security matters, call 7-4718 weekdays from 8:00 a.m. – 5:00 p.m. and 7-4437 during other hours.
- Notify the Forest Service, Jemez District Office at 829-3535.
- Notification of the surrounding communities will be made by EM&R.
- UNM's Life Guard Helicopter will be requested by the Incident Commander when deemed appropriate.
- Notification of tenants are made by utilizing the Laboratory's pager system. All personnel working at Fenton Hill will be required to carry a pager which utilizes the unique number 104-7900 (664-7900 from a non-lab phone). In the event the area needs to be evacuated or important information relayed to those individuals onsite, a single call to this number will notify these individuals as to any important information. In the event that power is lost and an alphanumeric message is not possible, 911 will be entered on the telephone keypad as a method of notifying tenants of an evacuation and the need to report to the assembly area.

NOTE: Any phone call to 911(made from the Laboratory landline, 667-7900, located in building 57-17 or 665-0703 located in the Milagro area building 57-74) will be received by the Central Alarm Station, (CAS). CAS will in turn notify and dispatch all necessary emergency response personnel including EM&R. If a non-laboratory phone line was used to contact 911 do not assume that the call was received by a 911 operator in Los Alamos. Ensure that the operator is told of your exact location and the nature of your emergency. If none of these actions were taken, personnel should call EM&R directly at 667-6211.

General Evacuation Procedures

Building evacuations may be initiated due to structural fire within the site, wild land fire(s) which may threaten the site, hazardous material releases, bomb threats, or any other situation that may place the occupants of a building at risk of harm. Buildings do not have audible alarms therefore verbal notification of an evacuation is required. The presence of smoke or other obvious hazards may also initiate the need to evacuate.

When any building is evacuated, an immediate assessment addressing the situation will be performed by those individuals in the area, and a determination made addressing the need to evacuate any adjacent structures. If additional structures need to be evacuated this will be done by utilizing the pager system (104-7900).

Each building occupant is responsible for being familiar with their evacuation route and the location of their assembly area. Emergency Evacuation Maps within each building show the location of the assembly area, and evacuation routes. If it is evident that the normal assembly area is unsafe, (due to smoke or other hazards) then an alternative location should be sought.

The following evacuation procedures should be followed:

- If safe to do so with minimal delay in exiting:
 - Turn off electrical equipment.
 - Place hazardous operations or materials into a safe standby mode.
 - Close your windows.
- Exit the room and close the door behind you. If possible, leave your doors unlocked, in order to expedite access by emergency responders if needed. (The responders do not have keys to your work areas).
- Conduct a sweep along the route between your location and the building exit (see sweep procedure).
- Do not carry coffee, food, soft drinks, or items that if dropped could inhibit safe egress and cause slips, trips, or falls.
- Walk to one of the two designated assembly areas via the designated route. The assembly area of choice should be that area which is upwind and preferably uphill from the incident. In order to determine the area which is upwind, the first thing an evacuee should notice upon evacuating a building is the wind direction as determined by the wind sock which is located on the south pitch of building 17. Assembly areas are identified on the evacuation maps and in Attachment IV. If the route is blocked by unsafe conditions, take the nearest safe path out of the building.
- Escort visitors and contractors to your assembly area.
- Do not re-enter the building or your work area once you have exited.
- Do not smoke while your are leaving a building or at an assembly area.
- Be aware of and give the right-of-way to responding emergency vehicles and personnel.
- Report any operation left in a hazardous mode to the emergency responders.
- Remain at the assembly area for further instructions or until the “All Clear” signal is given by the Incident Commander or a representative of the Facility Management Unit.

Handicapped Employee/Visitor Evacuation Procedure

Any employee having a permanent or temporary handicap, that may hinder their timely evacuation must notify their supervisor accordingly. The supervisor will assign a co-worker(s) and an alternate to assist that employee during evacuation. If emergency responder assistance is required, the assigned assistant shall immediately notify the assembly point leader so that personnel and equipment can be immediately requested through the Incident Commander.

A handicapped visitor is the responsibility of his/her escort. When evacuation is required, the escort will assist the visitor out of the building to the assembly area.

Evacuation Sweep Procedures

During an evacuation, a building sweep is conducted in order to account for personnel. This specific procedure applies to low hazard, low occupancy buildings where a sweep is easily carried out by the building occupants as they evacuate. Sweeps are not to be carried out if there are unsafe conditions such as smoke, fire, or hazardous material releases along the sweep route, or route blockage would force the sweeper further into the building. No one except trained and properly equipped emergency responders are to re-enter a building to perform a sweep.

Each occupant of the building should sweep the areas between their location and the nearest building exit. Someone at the evacuation assembly area must take responsibility for collecting information to account for personnel (typically the first individual to arrive at the assembly area should take this responsibility). In addition to the sweep, employee rosters and visitor logs can be useful sources of information in accounting for people and assessing the status of the evacuation. The status of the evacuation must be communicated to the emergency responders.

The following Sweep Procedures should be followed:

- In an evacuation of the building, each building occupant should sweep the area between their location and the nearest exit.
- Knock LOUDLY on closed doors and close any open doors (please leave doors unlocked if possible).
- Instruct any lingering occupants to evacuate the building immediately.
- Exit the building using the designated evacuation route and proceed to the assembly area.
- Report any emergency information to the assembly area leader at the assembly area.
- The assembly area leader will report the evacuation status to the emergency responders.
- In the event, that site personnel are instructed to evacuate the site because of wild land fire(s), instructions will be given as to evacuation routes to take and the location of off-site assembly areas.

Accountability Procedure

All building personnel should report to the designated assembly area upon evacuating the building. At the assembly area, the assembly area leader will question the location of those not reporting to the assembly area and as to any hazardous conditions noticed upon evacuation. The assembly area leader will then relay the information to the facility representative at the Command Post. If a facility representative is not present at the Command Post, information should be relayed directly to the Incident Commander.

Return to Normal Operations/Re-entry Procedures

Re-entry is the first entry made after evacuation in order to perform mitigation or determine that the area is safe for personnel to return to the site and/or building(s). Emergency response personnel at the direction of the Incident Commander are the ONLY individuals authorized to conduct the initial re-entry. This decision will be made in conjunction with the facility representative at the Command Post with as much information available on building hazards, site hazards, the incident, and safety considerations.

Return to normal operations is the point in an incident when the Incident Commander turns the facility back over to facility management. The facility representative must participate in a face-to-face briefing with the Incident Commander to determine any recovery tasks that may still need to be accomplished as a result of the incident. The responsible facility representative will then direct personnel when to return to the building.

Spill & Containment Procedures

- Get away (uphill, upwind)
- Isolate the area
- Identify the hazard
- Call 911 or, if not life threatening, call EM&R (667-6211)

Training Acknowledgment

Date _____

Organization _____

Work Station Location TA57 Bldg. _____ Room _____

Employee Signature _____

Printed Name _____

Z# _____

Organizational Line Manager _____

NOTICE TO ORGANIZATIONAL TRAINING REPRESENTATIVES

This completed Acknowledge Form must be kept on file (for every employee) in you Organization's Training Records. In the event of an audit, this compliance document may be requested.

Attachment I

Building List for TA-57

Fenton Hill

June 2002

Main Site:

57-4	Well House
57-7	Well Building
57-17	Operations Building
57-18	Warehouse
57-19	CDA Computer Transportable
57-27	Trailer Parts
57-33	Turbine
57-35	Control Building
57-37	Water Well #1
57-49	Trailer Office
57-50	Oxygen Shed
57-52	Acetylene Shed
57-56	Oil Storage Shed
57-59	Storage Shed
57-61	Trailer, Chemical
57-63	Trailer, Cablehead
57-65	Trailer, Drill
57-66	Transportainer
57-67	Transportainer
57-70	Guard House
57-73	Trailer, Storage
57-80	Observatory
57-81	Shed
57-88	Transportainer
57-89	Transportainer
57-90	Transportainer
57-101	Cat/IR Injection Pump
57-102	REDA/Cat Injection Pump
57-104	Frack Tank
57-105	Frack Tank
57-109	Shed
57-119	Semi-Trailer

Milagro:

57-41	Pump House
57-74	Trailer, Office
57-77	Milagro Utility Building
57-80	Transportainer
57-81	Transportainer
57-84	Observatory Dome
57-85	Observatory Dome
57-86	Observatory Dome
57-115	Trailer Office
57-116	Transportainer
57-117	Transportainer
57-118	Milagro Laser Shed
57-120	Semi-Trailer
57-121	Observatory Dome
57-122	Observation Dome
57-123	Observation Dome

Attachment II

TA57 Site Map

Attachment III

Point of Contacts

<u>Organization</u>	<u>Number</u>	<u>Pager</u>	<u>Cell Phone</u>
P-FM Group Office	667-6555		
P-FMD (24/7 On-Call)		104-4444	
P-FM Facility Coordinator (Tom Bucholz)	667-3676	104-3752	699-2412
P-23 Group Office	667-5005		
EES-11 Group Office	667-8464		
NIS-2 Group Office	667-8600		
P-DO	667-4117		
EES-DO	667-3644		
NIS-DO	667-1212		
EM&R	667-6211		
TA57-74 (Milagro Counting House)	665-0703		
Alphanumeric pagers for TA57 (All Call)		104-7900	
Cell Phone in P-23 Vehicle			699-1245
TA57-17 (Operations Building)	667-7900		
U.S. Forest Service at TA57	829-3856		
U.S. Forest Service Jemez District Office	829-3535		
Security Issues (Day 8-5)	667-4718		
Security Issues (After Hours)	667-4437		

Attachment IV

Location of Assembly Areas

<u>Assembly Area #</u>	<u>Location</u>
1	Outside main entrance/exit gate (east of building 19)
2	Next to entrance/exit gate to Miligro (located west of building 17)
3	Outside main entrance/exit gate to Miligro (located north of the pond)